

Plan Out Your Work Space

In a cramped, cluttered, awkward work environment, you are less likely to do your job well and more likely to suffer from MSDs. A work space, that is well-planned, orderly, clean, and safe is a big help in protecting you and producing good work on time. You may not be able to control everything about your work space, but there is much you can do as an individual to make it better. The benefits could be improved comfort, health, and safety for yourself and your fellow workers. Take a look around your area, and look for ways to arrange tasks in a logical fashion.

Here are some ideas:



Clean it up - Remove trash and scrap material by placing them in the proper receptacles. Return unnecessary tools, equipment, and supplies to their proper locations. Establish a system for keeping trash and clutter cleaned up on each work shift.

Arrange your work area - Use a logical sequence to save unnecessary steps. Ensure the supplies and tools you use most often are within reach. Items used less frequently should be placed further away. Arrange your tools and supplies so you can move smoothly from one stage of the activity to the next. -

Comfort - Adjust the height of your chair or stool, and desk or bench for maximum comfort and efficiency. If you are sitting down, your knees should be slightly higher than your hips -- use a footrest if necessary. If you are standing or sitting at a high stool, have a footrest available so you can put one foot up. This eases the strain on your back.

Check the lighting - It should be bright enough to see the work. There should be adequate contrast of light and shadow to see clearly. Adjust window coverings and light sources to remove glare from computer screens and shiny work surfaces.

*Have a Safety Idea!
Submit it to the Safety Office (MS 429).
We Listen to Safety.*

Ergonomic Evaluators At LaRC

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Cartas, Deborah	49850	Quinn, Chip	48743
Chavis, Jackie	49601	Richardson, Sherry	43848
Curtis, Lynn	45449	Russell, Henry	46795
Garrison, Leroy	47241	Ruth, Donald	43562
Good, Chuck	48107	Smith, Lloyd	43356
Goodman, Wes	45725	Smith, Tom	47427
Hart, Robert	43169	Wagner, Woody	43434
Hathaway, Dick	49425	Walker, Shannon	42458
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For additional information or assistance,
call the Safety and Facility Assurance Office
(SFAO) Industrial Hygienist (IH) Staff

- Patricia Cowin (48664)
- Carter Ficklen (43205)
- Roger Johnston (43208)

or call 4SAFE (47233).



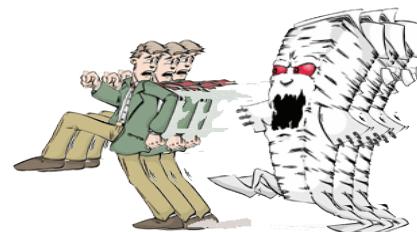
At LaRC

Safety's First!

Ergonomics

What is Ergonomics?

Ergonomics involves the application of knowledge about human capacities and limitations to the design of workplaces, equipment, tools, jobs, tasks, and the environment. Simply, ergonomics is fitting the workplace to the worker.



Don't Run
Away, Yet.
At Least
Open Me!

Ergonomic Goals at LaRC

- Create ergonomically correct working environments to reduce the occurrence of musculoskeletal disorders (MSDs) at LaRC
- Train personnel to recognize ergonomic stressors in their work areas
- Further strengthen our Voluntary Protection Program(VPP) Status
- Comply with directives NPR 1800.1, NPR 8715.1, and NPR 8715.3

Musculoskeletal Disorders

This is something you may be hearing a lot more about in the near future. MSDs are injuries and illnesses affecting the body's muscles, tendons, ligaments, joints, or spinal disks. Also known as work-related musculoskeletal disorders, repetitive strain injuries, cumulative trauma, overuse injuries and other names, these injuries are generally caused by repetitive work. MSDs can lead to loss of strength, loss of range of motion, loss of muscle function, and loss of ability to do ordinary tasks.

Common symptoms of MSDs:

- Painful joints
- Pain, tingling, numbness in hands or feet
- Shooting or stabbing pains in the arms or legs
- Swelling or inflammation
- Burning sensation
- Pain in the wrists, shoulders, forearms, or knees
- Fingers or toes turning white
- Back or neck pain
- Stiffness



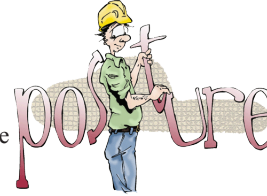
What do you do if you experience these symptoms?

- Stop what you are doing!
- Contact your health care provider.
- Have your work station evaluated for ☐ ergonomic stressors (see list of evaluators ☐ on back of tri-fold).
- Implement corrective actions.

The "Significant Seven" Ergonomic Stressors

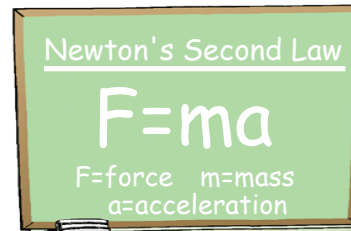
Position/Posture

Good position/posture maximizes strength and comfort which decreases the risk of injury due to dynamic movements. A few of these movements are bending, twisting, and over-extension of the body. How do I identify good posture? If your body is relaxed and supporting itself, BINGO!



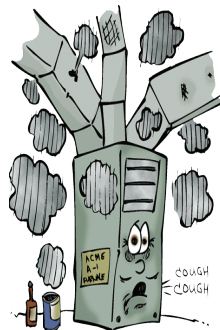
Repetition

Repetition is when an employee performs the same task over and over again. Constant motion using the same muscles causes fatigue failure to occur on the body.



Force

When force is applied to a particular area, the result is the formation of stresses in that area. Parts in a machine fail due to stress and so will your body. The human body may seem like the perfect machine, but it's still a machine. Therefore, like all machines, the greater the force, the greater the stress, and a greater risk of failure, which will result in MSDs.



Duration

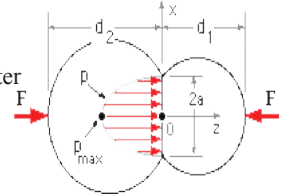
"How long can you go?" Not exactly the question to answer when working on a job-site. The better question is "How long can you go without subjecting your body to possible MSDs?" Take a minute to ask this question the next time you're on the job. Taking a "micro-break" will break the cycle you're currently working in and will reduce the risk of developing a MSDs.

The "Significant Seven" Ergonomic Stressors

(continued)

Compression

Is a result of leaning or pressing against hard, sharp edge, or corner surfaces. The more weight (Force) applied against the area of the object, the greater the compression stress, which results in a greater chance of developing MSDs.



Vibration

The body doesn't like to shake, rattle, and roll no matter what your teenager at home tries to tell you. Employees in contact with vibrating machines (whether they're holding or sitting on them) will experience muscle fatigue and overall failure. This is because the body is constantly trying to adjust itself to the vibrating motion.



Temperature

Do you feel like going outside and working in shorts and a T-shirt on a cold, winter day? NO! The reason you feel cold is that your body is reducing blood flow to its extremities to keep the torso warm. This reduction in blood flow also increases your risk of developing MSDs.



Contact the Safety Office (4-SAFE) with any questions about the "Significant Seven".

Have A Safe Day!